

MINUTES
of the
Full Council meeting held on 8th July 2019
In the Council Chamber at the Town Hall, High Street, Tewkesbury

Present: Cllrs K Brennan (Chair), P Aldridge, V Smith, K Powell, A Rudge, C Danter, H Davis, S Raywood, M Sztymiak

In attendance: D Hill (Town Clerk); J King (Assistant Town Clerk)
3 members of the public

19/20 – 033a To receive apologies for absence

Apologies for absence were received from Cllr Walker (personal business), Cllr J Raywood (business), Cllr Preedy (personal business), Cllr Cody & Cllr Carter.

19/20 – 034a To receive declarations of interest

19/20-051 – Cllr Aldridge knows the owner of TK Refrigeration.

19/20 – 035a To consider requests for dispensation

None requested.

19/20 - 036a To receive written questions from members of the public

Two questions were received and answered:

1. To Council, could you please confirm whether all involved were fully equipped with the information required to be able to direct, or agree rather than disagree or abstain in regard to the Annual Governance and Accountability Return 2018/19. In this instance I would like to highlight AGS Assertion 9: 5.114. Page 60 of the guidance attached below;

<https://www.nalc.gov.uk/library/publications/2897-governance-and-accountability-for-smaller-authorities-in-england-2019-sections-1-5-for-publication/file>

Members were advised of the proposed responses based on the recommendation of the Internal Auditor following lengthy discussion with the Town Clerk about the status of the George Watson Memorial Hall Trust

2. I understand that at the Full Council meeting 27th June, you advised members that there would be no liability for their decision(s).

See attached two documents which confirm Liability of Councillors for decisions not made lawfully and the Liability of Trustees for failing to act in the interest of their Trust and or outside the rules / procedures.

Question: Would the Council please confirm all Members are fully aware of the following documents and their content:

a. Briefing / Training Note from CPALC Appendix A (Member Liability)

The Town Council can confirm that members are not aware of the content of a document produced by an organisation that ceased to exist in May 2018

- b. Charity Commission Guidance The essential trustee: what you need to know

Note: See section 10 – “There is no legal protection for trustees who have acted dishonestly, negligently or recklessly”.

The Town Council can confirm that this document does not apply to members of Tewkesbury Town Council. This document applies to individuals who act as a Trustee. Town Councillors are NOT Trustees of the George Watson Memorial Hall Trust. The Town Council as a corporate body is Sole Trustee.

19/20 – 037a Public participation

A member of the public raised a question about hall hire rates and was advised that this was not on the agenda for this meeting.

19/20 – 038a To receive a presentation from Kathryn Griffiths, Environmental Health at Tewkesbury Borough Council regarding dog fouling and the new Public Space Protection Order

A Public Space Protection Order for dog fouling came into effect across Tewkesbury Borough in July 2018. This applies to all land to which the public have general access within the Borough and lasts for three years. It is now an offence not to pick up after your dog immediately and an offence not to have a receptacle to pick up after your dog. The offence carries a £1000 fine in magistrates court or a fixed penalty notice of £100.

Environmental Health is currently in the education phase, speaking to dog owners and advising them of the need to carry enough bags with them. Patrols are carried out in areas highlighted as hot spots and signs are being erected to advertise the changes. Officers are currently handing out dog waste bags and these are also available from the Town Council office. In the Autumn the Borough Council will be looking to enforce the legislation. Members of the public are being encouraged to report issues via ehenquiries@tewkesbury.gov.uk.

19/20 – 039a To note the Mayor’s announcements

- Thanks were given to those who attended the Armed Forces Service on Sunday 30th June and to those who attended the Town Band Saffron Road Rehearsal Room opening.
- The Medieval Parade takes place on Sunday 14th July, all Councillors have been invited to take part. Please meet at the Town Hall at 10.45am in your gown and hat.

19/20 – 040a To approve the Minutes of the meeting held on 3rd June 2019 & 27th June 2019

It was RESOLVED to approve the Minutes of the meeting held on 3rd June subject to the following minor changes: Inserting the word ‘health’ as the reason for absence for Cllr Walker.

Proposed by Cllr Aldridge, seconded by Cllr Rudge.

It was RESOLVED to approve the Minutes of the meeting held on 27th June 2019. Proposed by Cllr Aldridge, seconded by Cllr Danter.

19/20 - 041 Matters arising from the Minutes – for information only

18/19-382 – Reduction in speed limit on Bredon Road. Response received today from Gloucestershire County Council. It would require a Traffic Regulation Order and there is a significant cost attached. **Action:** To add to September agenda

19/20-007 – Climate change working group. Four Councillors have volunteered. If any other Councillors are interested, please let Assistant Town Clerk know by the end of the week.

19/20-010 – Funding for electric vehicle charging. Update provided by County Cllr Cromwell. Gloucestershire County Council is currently in negotiations with a supplier of EV charging points and installations should start later in the year. Cllr Cromwell is keen to expand EV charging to terraced streets of Tewkesbury where residents park on the street. Individuals can nominate streets or locations via electricvehicles@gloucestershire.gov.uk.

19/20-020 – Almshouse Trust Representatives – A response has been received from one representative that they are happy to continue as the Town Council representative.

19/20-030 – Public Space Protection Order – representative attended this meeting.

19/20 - 042 To note the following Committee Minutes:

Buildings & Moorings – 13th May 2019

Environment & Amenities – 21st May 2019

Planning – 1st, 15th & 29th May 2019

Staffing – 2nd May 2019

Finance – 2nd May 2019

The above minutes were noted.

19/20 - 043 To receive Councillor reports for Tewkesbury Borough Council & Gloucestershire County Council

Cllr Smith provided an update from Tewkesbury Borough Council:

There will be an update on the Spring Gardens project coming up in the next couple of weeks. Current information can be found at:

<https://www.tewkesbury.gov.uk/news/gardentownstatus>

News of the new public space protection order can be found at:

<https://www.tewkesbury.gov.uk/news/be-prepared-bag-and-bin-it>

Cllr Smith also provided an update from Gloucestershire County Council regarding the highway resurfacing and flooding alleviation programmes:

Flood alleviation: There is now an integrated team with TBC, GCC and EA working together. Dredging and de-silting is due to happen in Tewkesbury in the Autumn. A Councillor asked if the Carrant Brook was included in this work. Yes, both the Carrant Brook and Tirl Brook will have work carried out on them. For full details

visit <https://www.gloucestershire.gov.uk/your-community/emergencies-and-your-safety/flooding-and-drainage/>

Resurfacing: There is significant resurfacing work happening at the moment. The project is now in the second year of the £150m, five year programme. It takes five years as there is a limit to how much disruption can happen at once around the County. Full details can be found on the website:

<https://www.gloucestershire.gov.uk/highways/roads/county-resurfacing-works/>

19/20 - 044 To receive the expenditure reports for April & May 2019 and the budget report
The expenditure reports for April & May 2019 and the budget report were received.

A Councillor asked about the budget for the Town Hall Garden and whether this was the Friends of the Town Hall Garden's money. The Town Clerk replied that this was new money that had been allocated into the budget this year, it had not come out of reserves.

The historic VAT claim for £13,000 which was due to underclaiming in 2016/17, has now been received.

19/20 - 045 To receive the bank reconciliation for March 2019
The bank reconciliation for March 2019 was received.

19/20 - 046 To nominate internal control checkers
Cllr J Raywood & Cllr Aldridge will carry out the first internal check.
Action: To add to the September agenda to ask for additional volunteers.

19/20 - 047 To discuss and agree the upgrade of the financial software (Scribe) to Rialtas Business Solutions (RBS) Omega financial software and the integrated facilities booking system
The Town Clerk outlined the limitations with the current financial system, in short, it is not designed for Councils of our size and complexity.

A new system RBS Omega has been identified as it is designed specifically for Councils with an income of over £200,000. It also provides an optional integrated facilities booking scheme. Officers have spoken to current users, who were positive about the system and the support provided by RBS. It also provides functionality for HMRC Making Tax Digital, which comes into force in October.

Migration was discussed and the advice received is that it needs to be done before the mid-year point. Therefore, ideally this needs to happen in August if it is to take place this year. The alternative installation would be in May 2020. August is traditionally a quieter time for Town Council's and would allow time for the additional work that will be required. Training days would also provide assistance with the migration process.

The costs of the purchase of the financial software is £1035, plus annual support and licences at a cost of £802 per annum – total cost £2337.

The cost of the facilities booking module is £1265, plus annual support and licences at a cost of £290 – total cost £1555.

Likely to require three training days at a cost of £399 a day plus mileage.

The ongoing costs would be in the region of £1000 per annum.

The costs will be met from contingency.

It was RESOLVED to upgrade the financial software (Scribe) to Rialtas Business Solutions Omega financial software and the integrated facilities booking system.

Proposed by Cllr Powell, seconded Cllr Rudge.

19/20 - 048 To receive reports from members representing the Town Council on outside bodies

Cllr S Raywood attended a meeting on 4th July; regarding a potential bid from Tewkesbury Borough Council for Heritage Action Zones Funding, as a member of TTRP.

Action: Town Clerk to contact Alice Goodall regarding Town Council sending a letter of support. Letters of support are required by Friday 12th July.

Wheelchair Bus AGM is being held on 17th July at 7.30pm at Elizabeth Wyatt Hall.

GAPTC AGM on 20th July at 10.30am. All Councillors are invited to attend.

19/20 - 049 To consider a request from Cllr Preedy to join the Buildings & Moorings Committee and to discuss any other committee vacancies

It was RESOLVED that Cllr Preedy join the Buildings & Moorings Committee.

Proposed by Cllr Sztymiak, seconded by Cllr Powell.

19/20 - 050 To discuss the proposal to extend the three year insurance arrangement with WPS insurance brokers to enable the Town Council to benefit from a valuation on insured properties

It was RESOLVED to extend the three year insurance arrangement with WPS insurance brokers to enable the Town Council to benefit from a valuation on insured properties.

Proposed by Cllr Aldridge, seconded by Cllr S Raywood. Cllr Sztymiak abstained.

19/20 - 051 To agree to add Ben Perry, Robert Johnson, Ian Bishop & TK Refrigeration to the approved retained contractors list

It was RESOLVED to add Ben Perry, Robert Johnson, Ian Bishop & TK Refrigeration to the approved retained contractors list.

Proposed by Cllr Powell, seconded by Cllr Davis.

19/20 - 052 To approve the payments list

It was RESOLVED to approve the payments list.

A total expenditure of £6037.32 was authorised on the payments list.

Proposed by Cllr S Raywood, seconded by Cllr Rudge.

19/20 - 053 To consider and agree grant applications from outside bodies

The following grant application was approved:

Tewkesbury RFC – £ 500 Proposed by Cllr Smith, seconded by Cllr Danter.

Further information was requested regarding the Manor Players of Tewkesbury grant application. **Action:** Defer to September meeting.

19/20 - 054 Correspondence

- Gloucestershire County Council - re: new mobile library.
- GRCC (Glos Rural Community Council) – AGM invitation – 30th July 2019.
- Response from Buckingham Palace re: message from people of Tewkesbury on the birth of Archie Harrison Mountbatten-Windsor.
- Thanks from the Rotary Club of Tewkesbury re: £250 grant
- Thanks from Councillor Julian Palfrey – Deputy Mayor of Pershore for invitation to Mayor Making.
- GAPTC – Agenda for AGM on 20th July 2019 – Cllr S Raywood to attend.
- Expiration of the Community Right to Bids for Victoria Gardens and Car Parks
Action: Refer Community Right to Bid for consideration at Planning Committee
- Alison Robinson at GAPTC – She holds regular meetings with principal authorities and has received positive feedback about the Town Council and staff from the Borough Council.

19/20 - 055 Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and press leave during the consideration of the following items on the agenda

It was RESOLVED that pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and press leave during the consideration of the following items on the agenda.

Proposed by Cllr S Raywood, seconded by Cllr Aldridge.

19/20 - 056 To receive an update from the Town Clerk on the money claim served on the Town Council on 11th April 2019

The Town Clerk provided an update on the money claim.

There being no further business, the meeting closed at 7.46pm.

Signature of Chairman upon approval of the minutes 9th September 2019